

SUPERVISING REAL PROPERTY AGENT

DEFINITION:

Under general direction, to manage, direct, and supervise the professional/technical activities of a real property section engaged in appraisal, acquisition, management, and/or relocation assistance functions; and/or perform professional/technical real property work of an unusually complex or sensitive nature; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the highest-level in the Real Property Agent class series. It is distinguished from the lower-level Senior Real Property Agent class, in that Supervising Real Property Agent is responsible for a real property section comprised of several real property functions, whereas the Senior Real Property Agent is responsible for the activities of one such function. Positions in this class are allocated only to the Department of General Services.

EXAMPLES OF DUTIES:

Plans, manages, and coordinates professional/technical activities of a section engaged in real property activities such as appraisal, acquisition, property management, and/or relocation assistance; hires, reviews, and evaluates the work of subordinate personnel; negotiates with property owners for acquisition and/or lease of county-owned property, when transactions involve highly complex methods of valuation, title matters, and/or large sums; confers/corresponds with representatives of the Office of County Counsel and other departments regarding questions of legality, procedure, and value, as they relate to the acquisition, management, and disposition of property and improvements; directs the preparation/maintenance of files on property valuation, rental/lease agreements, project status reports, and related real property matters; acts in the absence of the Deputy Director; and performs related tasks.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of sound personnel management, including effective supervision and training methodologies.
- Principles of effective organization and office management, including information management/record keeping.
- Principles and practices of real property acquisition and appraisal for public purposes.
- Principles and methods of managing real property, including utilizing of surplus property, negotiating leases and rents, and/or developing concessions.
- Laws and practices governing contracts, land titles, and easements.
- Legal instruments pertaining to real estate transactions, including deeds, escrow papers, and title reports.
- California eminent domain law and related federal and state policies and procedures.
- Principles of real property law, relocation assistance, and laws governing condemnation proceedings.
- Effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.
- Rental and lease agreements and procedures for proper negotiations and completion.
- Techniques of projecting economic trends and estimating impact on real property values.
- Principles and practices of right-of-way communications.

Skills and Abilities to:

- Plan, manage, direct, supervise and motivate professional/technical staff, and maintain consistency with program objectives and standards.
- Read and understand terms/symbols used in civil engineering and architectural drawings, and construction plans.
- Perform complex work and solve difficult problems regarding real property valuation, acquisition, property management, and/or relocation assistance, including real property and right-of-way negotiations involving owners/agents.
- Make complicated appraisals of land and improvements, including the appraisal of severance and consequential damage.
- Apply principles of logic to define problems, collect data, establish facts, and draw logical conclusions from extensive variety of technical material, and simultaneously work with multiple abstract and concrete variables.
- Coordinate visual observations and oral/written communications for integration into concise, descriptive, written/oral formats that reflect continuity of thought and effectively convey concepts or conclusions.
- Communicate and interact in situations requiring instruction, persuasion, and counseling, including conferences, group discussions, and individual interviews at various levels (County or other public/private agencies).
- Read and understand complex technical material, including contracts, leases, financial statements, real property title reports, and deeds.

EDUCATION/EXPERIENCE:

Education, training and/or experience that clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: At least seven (7) years of progressively responsible experience in real property acquisition, property management, relocation assistance, and/or appraisals in a public or quasi-public agency which exercises the power of eminent domain. At least three (3) years of which must have been at the level of a Senior Real Property Agent for the County of San Diego.

Possession of one of the following designations is highly desirable: Senior Right-of-Way (SR/WA), Senior Real Estate Appraiser (SREA), Senior Real Property Appraiser (SRPA), or Member of Appraisal Institute (MAI).

SPECIAL LICENSES, NOTES OR REQUIREMENTS:**LICENSE:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel.